

REQUEST FOR QUOTATION

A. RFQ No. and Date: Subject:	RFQ 004/2015, August 17, 2015 Printing service for USAID/Vietnam			
B. Issuing Office/Section:	<table border="1"><tr><td><u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam</td><td><u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</td></tr></table>	<u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam	<u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand	
<u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam	<u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand			
C. Closing date for receipt of questions:	August 21, 2015 (5:00pm Hanoi/Bangkok Time)			
D. Closing date for receipt of quotation:	August 27, 2015 (5:00pm Hanoi/Bangkok Time)			
E. Type of Award:	Fixed Price – Purchase Order			
F. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)			

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit quotations for the services and equipment specified below. This is to support the operation of USAID Vietnam in Hanoi.

Submission of quotations via postal services is ONLY AUTHORIZED for this procurement by the time specified above with the relevant information. Bidding document shall be sent to:

Hai Bui
U.S. Embassy (USAID Vietnam)
7 Lang Ha, Hanoi, Vietnam
Tel: 84-4-3935-1260

Late submissions may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Any questions regarding this Request for Quotation (RFQ) should be sent to hbui@usaid.gov and spoomtong@usaid.gov. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation.

I. Printing rental service request:

- **Vendor will provide 03 (three) new high-workload multi-function networked printers** with minimum requirements as the followings:
 - Print duplex in color and black/white with *minimum speed of 45 ppm and resolution of 1200x1200 dpi*;
 - Photocopy multiple/duplex pages in color and black/white;
 - Scan multiple/duplex papers into pdf file(s) and send file(s) to email, relay server, and network folder/computer;
 - Equipped with *at least 04 (four) automatic paper trays* that can handle various paper sizes (including letter, A4, A3) and paper types (including thick paper, envelop...);
 - Memory: *at least 4GB*;
 - Allow local admin to *fully control all security aspects* of the devices and to *upgrade firmware* to fix any security issues;
 - Fully managed via web-based interface from local network; Supports high level of encryption security setting; can generate usage report and notify local admin in case of printing error; Will not send any data out of USAID network in any cases;
 - Optional: can manage user permission via AD authentication or card reader.

- **Required service period: 24 months** (estimated from Sep 2015)
- Vendor will provide necessary ink cartridges, drum cartridges, and other required hardware parts and services to *maintain full and effective operation* of the rental printers *on daily basis during the entire serviced period*.
- Vendor will provide monthly maintenance service for the rental printers to ensure their normal operation.
- Vendor commits to fix any printing issues within 02 working hours and major hardware issues within 01 business day after receiving the notification. All repair expenses will be responsible by the vendor.
- Vendor will provide on site technicians who will work closely with USAID technical staff to ensure the smooth operation and safety condition of the printer.

II. Bidding dossier:

- Quotation (*written in English*): list detailed prices (including VAT tax, if applicable) in Vietnam Dong (VND), estimated installation time, quality commitment, fulfillment of the minimum technical requirement, all other expenses that may incur (such as equipment or labor, etc.), and any provisions that USAID need to be aware.
- Company profile (*in English*): brief introduction document about bidder's company, services, and current customers;
- Copy of Business Registration certificate;
- Bidder must sign on this RFQ and attach it to their bidding dossier for acknowledgement of its content.
- Sample print document (in color) printed from the printer type that the bidder offers (bidder shall download the sample documents posted with this Request for Quotation, print and attach hard-copy with their bidding dossier). Other manufacturer's sample can also be attached for optional reference.

III. Other requirements:

- Ownership of the rental printers still belongs to the vendor. The vendor is responsible for installation and removal of the printers in case the contract is terminated.
- Warranty of each printer must be valid/active during required service period.
- Printing paper is not required in the scope of this rental service. Therefore, the printing paper cost must not be included in pricing plans.

Selection Criteria:

A) Detailed Price Quotation (60%)

B) Past Performance (40%)

All interested parties must submit a detailed price quotation along with documentation that demonstrates previous successful completion of services described in this Request for Quotation; this could include letters of recommendations, appreciation or other evidence of vendor capability from previous customers.

The USAID Procurement Officer will determine the "Best Value to the Government" based on prices that are realistic, fair and reasonable in relation with the Independent Government Cost Estimate-The Contracting Officer may enter into negotiations with the offeror to discuss areas where the proposal/quotation could be improved and costs reduced. Upon successful negotiations with the offeror, a fixed-price Purchase Order will be used to procure the services, and the total payment made upon acceptance of deliverables and within 30 days of receipt of invoice.